



**This schedule applies to: Law Enforcement Agencies**

**Scope of records retention schedule**

This records retention schedule covers the public records of local law enforcement agencies relating to the functions of law enforcement, communications and dispatch, criminal case investigation, and the management of the agency's assets and human resources. This records retention schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)* and other approved schedules that relate to the functions of the agency, which can be found at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Records designated as Archival (Permanent Retention) must be transferred to the Washington State Archives. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with RCW 42.56. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on July 29, 2010.

***Signature on File***

For the Attorney General: Cindy Evans

***Signature on File***

For the State Auditor: Mark Rapozo

***Signature on File***

The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	2001	Initial version (and updates).
2.0	2002	Minor revisions.
3.0	2005	Minor revisions.
4.0	2007	<b>Jail Records</b> and <b>Electronic Records and Information Services</b> sections revised.
4.1	December 27, 2007	Primary retention of SURVEILLANCE RECORDINGS – ROUTINE (DAN L15-01-64) reduced from 6 months to 60 days.
5.0	March 26, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>Law Enforcement Records Retention Schedule</i> now begin with the prefix “LE”; there have been no changes to titles, descriptions, retention periods, or archival designations.
6.0	July 29, 2010	Complete revision of series titles, descriptions, retention periods, and archival designations. Entire schedule has been reorganized and restructured. The “Secondary Copy” and “Remarks” columns have been removed and the entire schedule has been reformatted. Records series common to all local government agencies and covered by the <i>Local Government Common Records Retention Schedule (CORE)</i> have been removed.

**For assistance and advice in applying this records retention schedule,  
please contact Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
or contact your Regional Archivist.**



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## 1. AGENCY MANAGEMENT

This section covers records relating to agency management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

### 1.1 COMMUNITY RELATIONS

*The activity of the local government agency's interaction with its community.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.1	<b>Crime Prevention Programs</b> Records relating to the management of crime prevention programs.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Crime Stoppers;</li><li>• Block watch;</li><li>• Business watch;</li><li>• House watch.</li></ul> Excludes Ride-Along program records covered by DAN LE03-01-38.	LE2010-025 Rev. 0	<b>Retain</b> for 1 year after obsolete or superseded <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR
1.1.2	<b>Lock-Outs</b> Records relating to provision of assistance to citizens who have locked themselves out of houses or vehicles.  Excludes waivers of liability covered by CORE GS50-01-11.	LE2010-026 Rev. 0	<b>Retain</b> for 3 years after date of lock-out <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
1.1.3	<b>Property Registration</b> Records relating to personal property registered with the agency for recovery if lost or stolen.	LE25-01-01 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 1.1 COMMUNITY RELATIONS

*The activity of the local government agency's interaction with its community.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.4	<b><i>Ride-Along Program</i></b> Records relating to public participation in agency Ride-Along programs.	LE03-01-38 Rev. 1	<b>Retain</b> for 3 years after participant's ride-along <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 2. ASSET MANAGEMENT

The function of managing the local government agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.) where not covered by the *Local Government Common Records Retention Schedule (CORE)*. Includes asset acquisition, maintenance, inventory, and disposal.

### 2.1 MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

See **CORE – Asset Management** for additional records relating to asset authorization.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.1.1	<b>Agency-Owned Animals</b> Records relating to horses, dogs, or other animals owned by the agency and retained in accordance with WAC 139-05-915(7).  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Training and canine team certification;</li><li>• Animal acquisition and microchip information;</li><li>• Records showing purpose, use, or assignment of animal.</li></ul>	LE26-01-02 Rev. 1	<b>Retain</b> for 6 years after removal from active service <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
2.1.2	<b>Aircraft – Alteration, Status, and Time In Service</b> Records identified in 41 CFR §91.417(b)(2) relating to time in service, life-limited parts, inspection status, and airworthiness.  Excludes aircraft maintenance and inspection records covered by LE2010-026.  <i>Note: At time of sale, <u>copies</u> of the agency's records should be transferred to purchaser. Original records must be retained by the agency until the current approved minimum retention period has been met in accordance with 40.14.070.</i>	LE26-01-01 Rev. 1	<b>Retain</b> for 6 years after sale of aircraft <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 2.1 MAINTENANCE

*The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.*

See **CORE – Asset Management** for additional records relating to asset authorization.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.1.3	<b><i>Aircraft – Maintenance and Inspection</i></b> Records identified in 41 CFR §91.417(b)(1) relating to aircraft maintenance and inspections.  Excludes aircraft alteration, status, and time in service records covered by LE26-01-01.	LE2010-027 Rev. 0	<b>Retain</b> until repeated or superseded by subsequent maintenance work <i>or</i> 3 years after the work is performed, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
2.1.4	<b><i>Weapons (Agency-Issued)</i></b> Records relating to the issuance, inspection, and maintenance of weapons issued by and/or handled by agency personnel.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Records of issuance, gift, and loss;</li><li>• Records of inspection, maintenance, and certification.</li></ul>	LE27-01-04 Rev. 1	<b>Retain</b> for 3 years after disposal of weapon <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM





### 3. COMMUNICATION

The function of receiving, maintaining, and disseminating information related to law enforcement activities. Includes the provision of pertinent information to agency personnel, other agencies, and the public.

#### 3.1 DISPATCH

*The activity of coordinating emergency response in regards to specific emergency situations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.1	<b>911 Conversations – Master Recordings</b> Master audio recordings of activity processed through Public Safety Answering Points.	LE06-01-11 Rev. 1	<b>Retain</b> for 90 days after conclusion of dispatch action <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
3.1.2	<b>All Radio Transmissions</b> Recordings of radio transmissions between law enforcement and dispatch staff regarding requests for resources, status changes, and/or incident-related activity.	LE06-01-03 Rev. 1	<b>Retain</b> for 90 days after conclusion of dispatch action <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
3.1.3	<b>Alarm Call Response</b> Reports documenting officer response to alarms and/or the outcome of the agency response.	LE12-01-01 Rev. 1	<b>Retain</b> for 30 days after event <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
3.1.4	<b>Automated Number Indicator (ANI)/Automatic Location Indicator (ALI) Operational Problems</b> Documentation of technical difficulties experienced by Public Safety Answering Points for forwarding to providers.	LE2010-028 Rev. 0	<b>Retain</b> for 6 years after resolution of problem <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



### 3.1 DISPATCH

*The activity of coordinating emergency response in regards to specific emergency situations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.5	<b>Automatic Call Distribution Records (ACDR)</b> Records documenting the distribution of incoming calls received by an automatic call distribution system to dispatch staff and dispatch action(s) taken on individual calls. Used for administrative oversight of the system.	LE2010-029 Rev. 0	<b>Retain</b> for 6 months after last action taken <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
3.1.6	<b>Census Tract/Grid Maps</b> Maps showing census tracts used for the purposes of compiling law enforcement statistics, trending, and analysis.	LE12-01-05 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
3.1.7	<b>Computer – Aided Dispatch (CAD) Backup Data</b> Backup data entered by dispatchers pertaining to calls received and/or processed by a Public Safety Answering Point.	LE2010-030 Rev. 0	<b>Retain</b> for 3 years after conclusion of dispatch action <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
3.1.8	<b>Computer – Aided Dispatch (CAD) Incident Files</b> Individual descriptive reports and summaries of all calls for services processed through local Public Safety Answering Points.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Descriptions of calls received and incident notes;</li><li>• Dispatch response(s) provided;</li><li>• Requests for outside service or support (tow, ambulance, etc.).</li></ul>	LE06-01-02 Rev. 1	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



### 3.1 DISPATCH

*The activity of coordinating emergency response in regards to specific emergency situations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.9	<b><i>Dangerous Individuals and Premises</i></b> Information relating to specific individuals or premises that present unique hazards to law enforcement personnel, or where needed to expedite law enforcement response.  Includes, but is not limited to, information documenting: <ul style="list-style-type: none"><li>• Individuals known to have unique medical needs;</li><li>• Address-specific hazards to law enforcement;</li><li>• Address-specific security systems;</li><li>• Individuals known to present risk to law enforcement personnel.</li></ul>	LE03-01-32 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
3.1.10	<b><i>Radio Logs</i></b> Logs documenting incoming and/or outgoing emergency radio communications.	LE06-01-07 Rev. 1	<b>Retain</b> for 60 days after date of entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
3.1.11	<b><i>Recurrent Callers</i></b> Records relating to individuals who make emergency calls on an unusually frequent basis.	LE06-01-08 Rev. 1	<b>Retain</b> for 3 years after last activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
3.1.12	<b><i>Reverse Automatic Locator Requests</i></b> Records relating to requests to phone companies for location information associated with specific phone numbers from which 911 calls have been received.	LE2010-031 Rev. 0	<b>Retain</b> for 3 years after date of request <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



### 3.2 INFORMATION DISSEMINATION

*The activity of distributing information among agency personnel, other agencies, or the public.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.1	<b><i>A Centralized Computer Enforcement System (ACCESS), Washington Crime Information Center (WACIC), and National Crime Information Center (NCIC) Validations</i></b> Records relating to validation notices received from the Washington State Patrol verifying the receipt and database entry of criminal history information transferred in accordance with RCW 10.98.050.	LE2010-032 Rev. 0	<b>Retain</b> for 3 years after date of validation <i>or</i> until completion of Washington State Patrol audit, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
3.2.2	<b><i>Daily Bulletins</i></b> Bulletins created on a daily basis to disseminate pertinent information to officers.	LE03-01-18 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
3.2.3	<b><i>Uniform Crime Reporting (UCR)/National Incident-Based Reporting (NIBR)</i></b> Reports prepared on a monthly basis documenting UCR and/or NIBR information and statistics for submission to the Washington Association of Sheriffs and Police Chiefs (WASPC). Also includes supplemental reports.	LE03-01-47 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



## 4. CORRECTIONS AND JAILS

The function of operating corrections facilities and community corrections programs.

### 4.1 FOOD AND COMMISSARY SERVICES

*The activity of providing for the dietary and hygiene needs of inmates, and providing access to commissary services.*

See **CORE - Asset Management** for additional records relating to inventory, usage, purchasing and acquisitions.

See **CORE - Financial Management** for additional records relating to accounting and auditing.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1.1	<b>Commissary Orders</b> Orders submitted by inmates for the purchase of commissary items.	LE2010-033 Rev. 0	<b>Retain</b> for 3 years after date of order <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.1.2	<b>Food Services – General</b> Records relating to meals and food programs provided to the general inmate population. Includes, but is not limited to, meal counts and menus.  Excludes records relating to special dietary requirements covered by LE15-01-09.	LE15-01-17 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



#### 4.1 FOOD AND COMMISSARY SERVICES

*The activity of providing for the dietary and hygiene needs of inmates, and providing access to commissary services.*

See **CORE - Asset Management** for additional records relating to inventory, usage, purchasing and acquisitions.

See **CORE - Financial Management** for additional records relating to accounting and auditing.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1.3	<b>Food Services – Special Dietary Requirements</b> Records relating to the unique or specific dietary needs of individual inmates and the provision of food/dietary products.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Diet orders;</li><li>• Documentation of food/products provided to individuals.</li></ul>	LE15-01-09 Rev. 1	<b>Retain</b> for 3 years after termination of incarceration <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
4.1.4	<b>Free Issue</b> Records documenting items provided to inmates at no cost to the inmate.	LE15-01-10 Rev. 1	<b>Retain</b> for 3 years after date of issue <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 4.2 INMATE HEALTH INFORMATION MANAGEMENT

*The activity of managing the medical records of inmates who receive health care services while incarcerated. Includes medical, dental, and psychiatric records.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.2.1	<p><b><i>Inmate Health Records (Age 18 and Over)</i></b></p> <p>Records relating to the provision of health-related services to adult inmates.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Screening and history information;</li><li>• Information about medical encounters with healthcare providers;</li><li>• Notes and correspondence related to the patient;</li><li>• Laboratory and test results.</li></ul> <p>Excludes records pertaining to inmate health which are part of the Inmate Custody File covered by DANs LE15-01-40 and LE2010-046.</p>	LE15-01-25 Rev. 1	<b>Retain</b> for 8 years after provision of health-related services <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.2.2	<p><b><i>Inmate Health Records (Under Age 18)</i></b></p> <p>Records documenting the provision of health-related services or surveillance to juvenile inmates on an individual basis.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Screening and history information;</li><li>• Information about medical encounters with healthcare providers;</li><li>• Notes and correspondence related to the patient;</li><li>• Laboratory and test results.</li></ul> <p>Excludes records pertaining to inmate health which are part of the Inmate Custody File covered by DANs LE15-01-40 and LE2010-046.</p>	LE2010-034 Rev. 0	<b>Retain</b> for 8 years after patient attains age 18 <i>and</i> 8 years after provision of health-related services <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



### 4.3 INMATE MOVEMENT

*The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facility.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.1	<b>Activity Logs (Floor/Block/Unit)</b> Logs documenting inmate activity and/or movement on each floor, block or unit. Includes, but is not limited to logs documenting: <ul style="list-style-type: none"><li>• Departure to/return from classes or programs;</li><li>• Phone use.</li></ul>	LE15-01-15 Rev. 1	<b>Retain</b> for 6 years after date of log entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
4.3.2	<b>Extraditions</b> Records relating to agency planning and coordination of inmate extraditions to out-of-state detention facilities.  Excludes extradition documents which are part of an Inmate Custody File covered by DANs LE15-01-40 or LE2010-046.	LE22-01-03 Rev. 1	<b>Retain</b> for 6 years after extradition fulfilled, cancelled, or expired <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.3.3	<b>Facility Registers</b> Facility registers created in accordance with RCW 70.48.100, documenting summary information about inmates as they are admitted into, transferred between, or released from corrections facilities.	LE15-01-30 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives.	<b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> OPR
4.3.4	<b>Local Jail Reports</b> Reports submitted to the Office of Financial Management in accordance with RCW 10.98.130 regarding offenders released from jails who were convicted of felonies or incarcerated for noncompliance with a felony sentence.	LE2010-035 Rev. 0	<b>Retain</b> for 6 years after date of report <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.3.5	<b>Release Recaps</b> Chronological listings of all inmates released from incarceration the previous day.  Excludes local jail reports covered by LE2010-043.	LE15-01-47 Rev. 1	<b>Retain</b> for the life of the agency.	NON-ARCHIVAL NON-ESSENTIAL OFM





### 4.3 INMATE MOVEMENT

*The activity of authorizing and documenting the movement of inmates into, within, or out of the corrections facility.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.6	<b><i>Sex/Kidnapping Offender Registration Acknowledgements</i></b> Records documenting acknowledgement of notification of offender registration requirements (in accordance with RCW 70.48.470(1)) by inmates convicted of sex or kidnapping offenses.	LE2010-036 Rev. 0	<b>Retain</b> for 6 years after date of signature <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.3.7	<b><i>Transfer of Custody</i></b> Records relating to agency planning and coordination of transportation for inmates into another agency's custody.	LE2010-037 Rev. 0	<b>Retain</b> for 3 years after transport fulfilled or cancelled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



#### 4.4 INMATE SECURITY AND CONTROL

*The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.1	<p><b><i>Inmate Custody Files (Age 18 and Over)</i></b> Records documenting the custody of inmates age 18 and over.</p> <p>Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"><li>• Admittance, booking, and transfer;</li><li>• Background data and history;</li><li>• Classification (change requests, reviews, hearings, etc.);</li><li>• Involvement in inmate programming;</li><li>• Infractions and disciplinary hearings;</li><li>• Release and community corrections (probation, parole, etc.);</li><li>• Legal (court records, extradition authorization, victim notification forms, etc.)</li></ul> <p>Excludes extradition planning and coordination records covered by LE22-01-03.</p>	LE15-01-40 Rev. 1	<b>Retain</b> for 6 years after termination of incarceration <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.4.2	<p><b><i>Inmate Custody Files (Under Age 18)</i></b> Records documenting the custody of inmates under age 18.</p> <p>Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"><li>• Admittance, booking, and transfer;</li><li>• Background data and history;</li><li>• Classification;</li><li>• Involvement in inmate programming;</li><li>• Infractions and disciplinary hearings;</li><li>• Release and community corrections (probation, parole, etc.);</li><li>• Legal (court records, extradition authorization, victim notification forms, etc.)</li></ul> <p>Excludes extradition planning and coordination records covered by LE22-01-03.</p>	LE2010-038 Rev. 0	<b>Retain</b> for 5 years after subject attains age 18 <i>and</i> 6 years after termination of incarceration <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



#### 4.4 INMATE SECURITY AND CONTROL

*The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.3	<p><b><i>Inmate Custody Files – Notorious/Historically Significant Inmates</i></b></p> <p>Records documenting the custody of inmates who have gained contemporary public notoriety or significance.</p> <p>Includes, but is not limited to, documentation relating to:</p> <ul style="list-style-type: none"><li>• Admittance, booking, and transfer;</li><li>• Background data and history;</li><li>• Classification (change requests, reviews, hearings, etc.);</li><li>• Involvement in inmate programming;</li><li>• Infractions and disciplinary hearings;</li><li>• Release and community corrections (probation, parole, etc.);</li><li>• Legal (court records, extradition authorization, victim notification forms, etc.).</li></ul> <p>Excludes extradition planning and coordination records covered by LE22-01-03.</p> <p><i>Note: For guidance on how to identify notorious or historically significant cases, contact Washington State Archives.</i></p>	LE2010-086 Rev. 0	<b>Retain</b> for 6 years after termination of incarceration <i>then</i> <b>Transfer</b> to Washington State Archives.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR
4.4.4	<p><b><i>Access Requests</i></b></p> <p>Records relating to public requests for authorization to enter a corrections facility (such as volunteers, religious representatives, external programming providers, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Background investigation materials;</li><li>• Authorization forms and documentation.</li></ul>	LE15-01-66 Rev. 1	<b>Retain</b> for 1 year after access terminated/denied <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



#### 4.4 INMATE SECURITY AND CONTROL

*The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.5	<b>Grievance Logs (Inmate)</b> Logs documenting grievances received from inmates.	LE2010-039 Rev. 0	<b>Retain</b> for 6 years after date of log entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.4.6	<b>Grievances – Inmate (Age 18 and Over)</b> Records relating to formal complaints and/or allegations received from inmates age 18 and over, and the agency's response.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Allegation documentation;</li><li>• Actions taken in response to allegations;</li><li>• Documentation of inmate injuries;</li><li>• Grievances (incident reports, investigations, etc.).</li></ul> Excludes inmate grievances covered by DAN LE2010-097.  Excludes agency employee grievances covered by CORE GS50-04E-03.  Excludes internal investigation records covered by DANs GS50-04B-46 or GS50-04B-47.	LE2010-040 Rev. 0	<b>Retain</b> for 6 years after resolution of grievance <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



#### 4.4 INMATE SECURITY AND CONTROL

*The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.7	<p><b>Grievances – Inmate (Under Age 18)</b></p> <p>Records relating to formal complaints and/or allegations received from inmates under age 18, and the agency's response.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Allegation documentation;</li><li>• Actions taken in response to allegations;</li><li>• Documentation of inmate injuries;</li><li>• Grievances (incident reports, investigations, etc.).</li></ul> <p>Excludes inmate grievances covered by LE2010-047.</p> <p>Excludes internal investigation records covered by DANs GS50-04B-46 or GS50-04B-47.</p>	LE2010-041 Rev. 0	<b>Retain</b> for 6 years after resolution of grievance <i>and</i> 3 years after juvenile attains age 18 <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.4.8	<p><b>Inspection Logs (Cell/Unit)</b></p> <p>Logs documenting the inspection of cells or units.</p>	LE14-01-29 Rev. 1	<b>Retain</b> for 3 years after date of log entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
4.4.9	<p><b>Mail and Property Surveillance</b></p> <p>Records relating to the inspection and review of mail and other materials sent to inmates by outside parties.</p>	LE15-01-56 Rev. 1	<b>Retain</b> for 3 years after conclusion of review <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



#### 4.4 INMATE SECURITY AND CONTROL

*The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.10	<b><i>Pass-On and Surveillance Logs</i></b> Logs relating to the monitoring of specific inmates and/or the provision of information regarding incidents, inmates, or events for agency personnel.  Excludes recordings covered by DANs LE09-01-08, LE19-01-09, LE15-01-64, and LE15-01-63.	LE15-01-19 Rev. 1	<b>Retain</b> for 3 years after date of log entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
4.4.11	<b><i>Population Counts (Inmate)</i></b> Records documenting inmate population demographics, counts, or assignments.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Bed and housing assignments;</li><li>• Population census and reports;</li><li>• Tank rosters.</li></ul>	LE15-01-39 Rev. 1	<b>Retain</b> for 3 years after date of report or entry <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
4.4.12	<b><i>Receipt of Items (Inmate)</i></b> Logs documenting the agency's provision of items for inmates at no cost to the inmate.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Razors;</li><li>• Personal hygiene products;</li><li>• Clothing.</li></ul>	LE15-01-46 Rev. 1	<b>Retain</b> for 3 years after date of log entry <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



#### 4.4 INMATE SECURITY AND CONTROL

*The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.13	<b>Recordings, Phone Conversation (Case-Specific)</b> Recordings of inmate phone conversations, created in accordance with RCW 9.73.095, where the recorded conversation <i>is</i> related to litigation or a criminal proceeding.  Excludes phone conversation recordings covered by DAN LE2010-051.	LE2010-042 Rev. 0	<b>Retain</b> until exhaustion of appeals process <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.4.14	<b>Recordings, Phone Conversation (Not Case-Specific)</b> Recordings of inmate phone conversations, created in accordance with RCW 9.73.095, where the recorded conversation <i>is not</i> related to litigation or a criminal proceeding.  Excludes phone conversation recordings covered by DAN LE2010-050.	LE2010-043 Rev. 0	<b>Retain</b> for 1 year after date of conversation <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.4.15	<b>Recordings, Security – Incident Identified</b> Recordings, created as security measures, which <u>do</u> contain an incident identified by an inmate, agency personnel, or pending public disclosure request.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Inmate surveillance;</li><li>• Booking and arrest area security recordings.</li></ul>	LE15-01-63 Rev. 1	<b>Retain</b> until exhaustion of appeals process <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



#### 4.4 INMATE SECURITY AND CONTROL

*The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.16	<b>Recordings, Security – Incident Not Identified</b> Recordings, created as security measures, which <u>do not</u> contain an incident identified by an inmate, agency personnel, or pending public disclosure request.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Inmate surveillance;</li><li>• Booking and arrest area security recordings.</li></ul>	LE15-01-64 Rev. 1	<b>Retain</b> for 60 days after date of recording <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
4.4.17	<b>Requests (Inmate)</b> Records relating to inmate requests for items or services.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Medical or pharmacy services;</li><li>• Commissary services;</li><li>• Access to service programs (including applications for admission into community corrections programs).</li></ul>	LE15-01-26 Rev. 1	<b>Retain</b> for 3 years after date of request <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
4.4.18	<b>Trustee Files</b> Records relating to inmates selected for trustee status and their involvement as trustees.  Excludes trustee records that are part of an inmate custody file covered by DANs LE15-01-40 or LE2010-046.	LE2010-044 Rev. 0	<b>Retain</b> for 1 year after revocation or termination of trustee status <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.4.19	<b>Trustee Rosters</b> Rosters of inmates selected to be trustees.	LE15-01-62 Rev. 1	<b>Retain</b> for 1 year after last entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM





#### 4.4 INMATE SECURITY AND CONTROL

*The activity of imposing control over inmate populations in an effort to prevent security disturbances and improper conduct.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.20	<p><b>Warrant Holds</b></p> <p>Records relating to notifications received from other law enforcement agencies regarding offenders who are wanted and should be held if apprehended.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Hold warrants;</li><li>• Documentation relating to transfer of offender.</li></ul>	LE15-01-59 Rev. 1	<b>Retain</b> for 6 years after cancelled or inmate transferred <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



#### 4.5 COMMUNITY CORRECTIONS

*The activity of authorizing and monitoring inmates who participate in community corrections programs.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.5.1	<b>Earnings Disposition</b> Records relating to payroll deductions and disbursements of inmate earnings in accordance with RCW 72.65.050.	LE2010-045 Rev. 0	<b>Retain</b> for 6 years after termination of incarceration <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
4.5.2	<b>Work Release Logs</b> Logs documenting orders, directions, and other information to coordinate community corrections shift activity among agency personnel.	LE15-01-67 Rev. 1	<b>Retain</b> for 6 years after date of log entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 5. EMERGENCY MANAGEMENT

The function relating to the management and provision of emergency services to ensure public safety.

### 5.1 SEARCH AND RESCUE

*The activity of coordinating and providing search and rescue services.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.1.1	<b>Mission Files – Search and Rescue</b> Records relating to the planning and/or implementation of search and rescue missions in accordance with Chapter 38.52 RCW.	LE2010-046 Rev. 0	<b>Retain</b> for 6 years after mission concluded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
5.1.2	<b>Training – Search and Rescue</b> Records relating to the training of search and rescue volunteers.	LE2010-047 Rev. 0	<b>Retain</b> for 3 years after conclusion of training activity <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 6. ENFORCEMENT

The function of enforcing ordinances and laws within the jurisdiction of the local law enforcement agency.

### 6.1 AUTHORIZATION AND REGULATION

*The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.1	<p><b><i>Alcohol, Tobacco, and Firearms (ATF) Forms</i></b></p> <p>Copies of federal forms completed or signed by local law enforcement and returned to citizens requesting ATF permission to acquire regulated weapons.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• ATF Form 4 – <i>Application for Tax Paid Transfer and Registration of Firearm</i></li><li>• ATF Form 7CR – <i>Application for Federal Firearms License (Collector of Curios and Relics)</i></li><li>• ATF Form 1 – <i>Application to Make and Register a Firearm.</i></li></ul>	LE2010-048 Rev. 0	<b>Retain</b> for 3 years after date form completed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 6.1 AUTHORIZATION AND REGULATION

*The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.2	<p><b><i>Concealed Pistol License Applications – Approved/Voided</i></b></p> <p>Records relating to public applications to obtain concealed pistol licenses in accordance with RCW 9.41.070 and agency issuance of concealed pistol licenses where the citizen <u>is</u> approved to receive a concealed pistol license.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Copies of approval/denials notifications sent to Department of Licensing;</li><li>• Copies of licenses issued;</li><li>• Background investigation materials;</li><li>• Voided licenses.</li></ul> <p><i>Note: Concealed Pistol License approvals received by the Washington State Department of Licensing are retained for 6 years in accordance with the Department of Licensing records retention schedule.</i></p>	LE17-01-01 Rev. 1	<b>Retain</b> for 6 years after expiration/voided <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.1.3	<p><b><i>Concealed Pistol License Applications – Denied</i></b></p> <p>Records relating to public applications to obtain concealed pistol licenses in accordance with RCW 9.41.070, and supporting documentation, where the citizen is <u>not</u> approved to receive a concealed pistol license.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Copies of approval/denials notifications sent to Department of Licensing;</li><li>• Background investigation materials.</li></ul> <p><i>Note: Concealed Pistol License denials received by the Washington State Department of Licensing are retained for 6 years in accordance with the Department of Licensing records retention schedule.</i></p>	LE17-01-02 Rev. 1	<b>Retain</b> for 2 years after date of denial <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 6.1 AUTHORIZATION AND REGULATION

*The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.4	<b>Firearm Dealer Licenses</b> Records relating to the licensing of firearms dealers in accordance with Chapter 9.41 RCW.  <i>Note: Department of Licensing retains firearm dealer licenses for 6 years in accordance with the state Department of Licensing records retention schedule.</i>	LE17-01-06 Rev. 1	<b>Retain</b> for 1 year after expiration of license <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.1.5	<b>Firearm Purchase/Transfer Requests – Eligible</b> Records relating to requests received from firearms dealers to transfer firearms where the law enforcement agency has not determined the transferee is eligible to receive a firearm in accordance with 18 U.S.C. §922(s)(6)(C).  Excludes purchase/transfer requests covered by LE17-01-03.  <i>Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule.</i>	LE2010-049 Rev. 0	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.1.6	<b>Firearm Purchase/Transfer Requests – Ineligible</b> Records relating to requests received from firearms dealers to transfer firearms where the law enforcement agency has determined the transferee is ineligible to receive a firearm in accordance with 18 U.S.C. §922(s)(6)(C).  Excludes purchase/transfer requests covered by LE2010-049.  <i>Note: Department of Licensing retains purchase/transfer requests for 6 years in accordance with the state Department of Licensing records retention schedule.</i>	LE17-01-03 Rev. 1	<b>Retain</b> for 20 days after agency response <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 6.1 AUTHORIZATION AND REGULATION

*The activity of authorizing and regulating individuals, facilities, or equipment through inspection or the issuance of licenses and permits.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.7	<b><i>Pawnbroker/Secondhand Dealer Slip Files/Daily Reports</i></b> Records relating to daily slips received from pawnbrokers/secondhand dealers regarding their sales transactions.	LE17-01-10 Rev. 1	<b>Retain</b> for 1 year after date of receipt <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
6.1.8	<b><i>Pawnbroker/Secondhand Dealer Inspections</i></b> Records relating to the inspection of pawnbroker/secondhand dealers to determine compliance with rules and regulations.	LE17-01-11 Rev. 1	<b>Retain</b> for 3 years after date of inspection <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 6.2 COURT ORDER IMPLEMENTATION

*The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.2.1	<p><b>Court Orders – Filed with the Agency</b> Orders issued by a court and filed with the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Anti-harassment orders;</li><li>• No-contact orders;</li><li>• Protection orders;</li><li>• Restrictive area orders;</li><li>• Stay Out of Drug Area (SODA)/Stay Out of Area – Prostitution (SOAP) orders.</li></ul> <p>Excludes orders served on the agency covered by DAN LE2010-058.</p>	LE07-01-12 Rev. 1	<b>Retain</b> until expired, vacated, terminated, or superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2.2	<p><b>Court Orders – Fulfilled by the Agency</b> Records relating to the tracking and delivery of official documents requiring a process to be served by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Domestic violence information sheets;</li><li>• Service slips and logs (including face sheets and day tickets);</li><li>• Returns of service.</li></ul> <p>Excludes summonses that become part of a case file.</p>	LE05-01-04 Rev. 1	<b>Retain</b> for 6 years after last entry or action <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM





## 6.2 COURT ORDER IMPLEMENTATION

*The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.2.3	<b><i>Court Orders – Served on the Agency</i></b> Subpoenas and summonses served on the agency.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Personnel/officer/staff summonses;</li><li>• Service reports;</li><li>• Records detailing time and date of service, place of service, and name of person served.</li></ul>	LE2010-050 Rev. 0	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2.4	<b><i>Court Orders – Warrants and Writs</i></b> Writs and warrants received from courts requiring law enforcement action and which have not been served, fulfilled, or recalled.  <i>Note: Once served, warrants and writs should be retained with the pertinent case file.</i>	LE2010-051 Rev. 0	<b>Retain</b> until served, recalled, or cancelled <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2.5	<b><i>Dockets/Process Logs</i></b> Logs, dockets, or lists of civil and criminal processes received by the agency.	LE07-01-08 Rev. 1	<b>Retain</b> for 3 years after date of entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 6.2 COURT ORDER IMPLEMENTATION

*The activity of enforcing and implementing orders, subpoenas, warrants, and other papers issued by courts requiring law enforcement involvement.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.2.6	<b><i>Executions Against Personal Property</i></b> Records relating to court-ordered property seizures resulting from judgments against individuals or entities in accordance with Chapter 6.17 RCW.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Civil worksheets;</li><li>• Writs and granting orders;</li><li>• Continuation reports;</li><li>• Descriptions of property involved.</li></ul>	LE05-01-07 Rev. 1	<b>Retain</b> for 6 years after date of seizure or stay <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2.7	<b><i>Sex/Kidnapping Offender Registration and Contacts</i></b> Records documenting the registration of sex and kidnapping offenders in the agency's jurisdiction, and/or any associated regular contacts with offenders.  Includes, but is not limited to, records relating to sex/kidnapping offender community notifications.	LE20-01-03 Rev. 1	<b>Retain</b> for 6 years after offender leaves the agency's jurisdiction <i>or</i> for 6 years after termination of offender's registration requirement, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



### 6.3 VIOLATIONS AND TRAFFIC ENFORCEMENT

*The activity of enforcing traffic or vehicle-related laws and ordinances, and citing violations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.3.1	<b><i>Automated Traffic Safety Cameras – Citation or Notice of Infraction Issued</i></b> Images captured by automated traffic safety cameras which <u>have</u> resulted in the issuance of a citation or notice of infraction.	LE2010-052 Rev. 0	<b>Retain</b> until exhaustion of appeals process <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.2	<b><i>Automated Traffic Safety Cameras – Citation or Notice of Infraction Not Issued</i></b> Images captured by automated traffic safety cameras which <u>have not</u> resulted in the issuance of a citation or notice of infraction.	LE2010-053 Rev. 0	<b>Retain</b> until verification that no infraction has been captured <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.3	<b><i>Automatic License Plate Recognition Images – Case-Specific</i></b> Images of vehicle license plates captured by automatic license plate imaging equipment and which <u>do</u> contain images significant to case investigations or court proceedings.	LE2010-054 Rev. 0	<b>Retain</b> until exhaustion of appeals process <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.4	<b><i>Automatic License Plate Recognition Images – Not Case-Specific</i></b> Images of vehicle license plates captured by automatic license plate imaging equipment and which <u>do not</u> contain images significant to case investigations or court proceedings.	LE2010-055 Rev. 0	<b>Retain</b> until verification that a significant image has not been captured <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



### 6.3 VIOLATIONS AND TRAFFIC ENFORCEMENT

*The activity of enforcing traffic or vehicle-related laws and ordinances, and citing violations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.3.5	<p><b><i>Citations/Notices of Infraction Issued – Driving Under the Influence</i></b></p> <p>Records relating to citations issued to alleged violators for driving while under the influence which must be retained in accordance with RCW 46.61.502(6).</p> <p>Excludes citations/notices of infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol.</p> <p>Excludes citations/notices of infraction covered by DAN LE07-01-06.</p>	LE2010-095 Rev. 0	<b>Retain</b> for 10 years after date of issuance <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.6	<p><b><i>Citations/Notices of Infraction Issued – All Others</i></b></p> <p>Records relating to criminal or non-criminal citations issued to alleged violators in accordance with RCW 46.64.010(4).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Originals and/or duplicates of issued citations;</li><li>• Documentation of disposition of the charge when applicable.</li></ul> <p>Excludes citations/notices of infraction generated using Washington State Patrol's Statewide Electronic Collision and Ticket Online Records (SECTOR) transmitted to Washington State Patrol.</p> <p>Excludes citations/notices of infraction covered by DAN LE2010-096.</p>	LE07-01-06 Rev. 1	<b>Retain</b> for 3 years after date of issuance <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



### 6.3 VIOLATIONS AND TRAFFIC ENFORCEMENT

*The activity of enforcing traffic or vehicle-related laws and ordinances, and citing violations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.3.7	<b><i>Citations/Notices of Infraction – Issued to Officer</i></b> Records documenting the issuance of blank, pre-numbered citations/notices of infraction to officers in accordance with RCW 46.64.010.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Voided citations/tickets;</li><li>• Receipts for books and/or devices issued.</li></ul>	LE03-01-12 Rev. 1	<b>Retain</b> for 3 years after date of issuance <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.8	<b><i>Collision Reports</i></b> Reports documenting vehicle collisions resulting in injury, death, or damage to property, created in accordance with RCW 46.52.070 and submitted to Washington State patrol in accordance with RCW 46.52.030.	LE12-01-13 Rev. 1	<b>Retain</b> until submitted to Washington State Patrol <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.9	<b><i>Impound Logs</i></b> Logs documenting impounds reported to the agency by registered tow truck operators.	LE21-01-04 Rev. 1	<b>Retain</b> for 3 years after date of log entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



### 6.3 VIOLATIONS AND TRAFFIC ENFORCEMENT

*The activity of enforcing traffic or vehicle-related laws and ordinances, and citing violations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.3.10	<b><i>Impounds/Abandoned Vehicles</i></b> Records relating to vehicles impounded by the agency.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Impound/abatement records;</li><li>• Tow-away notices;</li><li>• Requests for information;</li><li>• Notices to owner(s) and/or lien holder(s);</li><li>• Affidavits;</li><li>• Transfers of ownership;</li><li>• Bills of sale.</li></ul>	LE21-01-02 Rev. 1	<b>Retain</b> for 3 years after disposition of vehicle <i>or</i> until completion of State Auditor's report, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.11	<b><i>Suspension/Trespass/Expulsion Notices</i></b> Records relating to notices issued to suspend the rights of an individual or to prohibit their presence in a specific place or location.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Transit suspensions;</li><li>• Trespass notices;</li><li>• Expulsion notices.</li></ul>	LE2010-057 Rev. 0	<b>Retain</b> for 1 year after cancelled or expired <i>and</i> until exhaustion of appeals process <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 6.4 PROPERTY AND AUCTION MANAGEMENT

*The activity of confiscating, seizing, acquiring, and/or auctioning (non-agency) property as mandated by statute, ordinance, or court order.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.4.1	<p><b>Property Forfeited</b></p> <p>Records relating to personal and/or real property forfeited to the agency in accordance with RCW 69.50.505.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Documentation of auction and/or proceeds realized from disposition;</li><li>• Property retained for agency use;</li><li>• Forfeiture hearing tapes.</li></ul> <p><i>Excludes records relating to property retained for law enforcement use in accordance with Chapters 63.32, 63.40, and 63.42 RCW.</i></p> <p><i>Note: RCW 69.50.505(8)(b) requires agencies to retain records relating to forfeited property for at least 7 years.</i></p>	LE2010-058 Rev. 0	<b>Retain</b> for 7 years after date of forfeiture <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
6.4.2	<p><b>Property Seizure/Sale</b></p> <p>Records relating to the seizure and/or sale of non-agency property to satisfy a court judgment or order.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Auction reports;</li><li>• Bills, certificates, and notices of sale;</li><li>• Copies of deeds.</li></ul>	LE03-01-08 Rev. 1	<b>Retain</b> for 6 years after sale of property <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 7. HUMAN RESOURCE MANAGEMENT

The function of managing the local law enforcement agency's workforce where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

See **CORE – Human Resource Management** for additional records relating to human resource management.

### 7.1 MISCONDUCT / DISCIPLINE

*The activity of enforcing agency policies and procedures regarding employee conduct and discipline.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1.1	<p><b>Administrative Review</b></p> <p>Records relating to administrative reviews conducted in response to specific events to determine staff compliance with policy or procedure.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Compliance reports;</li><li>• Summaries of review findings.</li></ul> <p><i>Note: RCW 34.05.494 requires agencies to retain an agency record of any documents that were considered or prepared by the presiding officer for the proceeding or review.</i></p>	LE03-01-05 Rev. 1	<p><b>Retain</b> for 5 years after completion of review <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>
7.1.2	<p><b>Major Incident Review</b></p> <p>Reviews relating to events identified as major or significant incidents by the agency for the purposes of improving future responses and to identify training or safety issues for incorporation into training procedure.</p>	LE2010-059 Rev. 0	<p><b>Retain</b> for 6 years after date of incident <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>





## 7.2 PERSONNEL MANAGEMENT

*The activity of documenting individuals' employment with the agency. Includes volunteer and peace officers.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.2.1	<b>Off-Duty Authorizations and Commissions</b> Records relating to authorizations for individuals to perform law enforcement functions.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Extensions of authority;</li><li>• Special police commissions.</li></ul> Excludes agency employee records covered by <i>CORE</i> GS50-04B-06.	LE20-01-01 Rev. 1	<b>Retain</b> for 6 years after termination of authorization or commission <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
7.2.2	<b>Roll Call Files</b> Records relating to officer attendance at agency meetings, briefings, inspections, and other agency activities and events.	LE03-01-39 Rev. 1	<b>Retain</b> for 1 year after event <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 8. INVESTIGATION

The function of investigating criminal activity in the local law enforcement agency's jurisdiction.

### 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.1	<b>Case Assignment Control</b> Logs documenting the assignment of criminal cases to detectives.	LE12-01-03 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
8.1.2	<b>Case Files – Notorious/Historically Significant Cases</b> Case files of any type, and related evidence, documenting investigations of cases which have gained contemporary public notoriety or significance.  Excludes juvenile offenses and sex/sexually violent offenses.  Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067, LE2010-068, or LE2010-067.  <i>Note: For guidance on how to identify notorious or historically significant cases, contact Washington State Archives.</i>	LE2010-060 Rev. 0	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives.	<b>ARCHIVAL</b> (Permanent Retention) NON-ESSENTIAL OPR



## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.3	<p><b>Case Files – Homicides (Unsolved), Missing Persons (Not Found), and Unidentified Bodies</b></p> <p>Case reports and files assembled by law enforcement staff in the course of investigating unsolved homicides, unidentified bodies, or unfound missing persons where the case has not been solved.</p> <p>Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067, LE2010-068, or LE2010-067.</p>	LE2010-061 Rev. 0	<p><b>Retain</b> for 75 years after case opened <i>and</i> until no longer needed for agency business <i>then</i> <b>Transfer</b> to Washington State Archives.</p>	<p><b>ARCHIVAL</b> (Permanent Retention) <b>ESSENTIAL</b> OPR</p>
8.1.4	<p><b>Case Files – Homicides (Solved)</b></p> <p>Case reports and files assembled by law enforcement staff in the course of investigating homicides that have been solved.</p> <p>Excludes notorious/historically significant cases covered by LE2010-076.</p> <p>Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067, LE2010-068, or LE2010-067.</p>	LE2010-062 Rev. 0	<p><b>Retain</b> for 20 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.</p>	<p><b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR</p>



## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.5	<p><b>Case Files – Sex Offenders and Sexually Violent Offenses</b></p> <p>Case reports and files assembled by law enforcement in the course of investigating criminal sex or kidnapping offenses as defined in Chapter 9A.44 RCW, sexually violent offenses as defined in RCW 71.09.020(17), or pertaining to a sex offender as defined in Chapter 9A.44 RCW.</p> <p>Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067, LE2010-068, or LE2010-067.</p> <p><i>Note: Records of any investigative reports pertaining to sex offenders as defined in Chapter 9A.44 RCW or sexually violent offenses as defined in RCW 71.09.020 that are not required in the current operation of the law enforcement agency or for pending judicial proceedings shall be transferred to the Washington Association of Sheriffs and Police Chiefs in accordance with RCW 40.14.070(2)(b)(i).</i></p>	LE2010-063 Rev. 0	<b>Retain</b> for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> <b>Transfer</b> to Washington Association of Sheriffs and Police Chiefs.	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.6	<p><b>Case Files – Juvenile Offenders</b></p> <p>Case reports and files assembled by law enforcement staff pertaining to offenses allegedly committed by juveniles.</p> <p>Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067, LE2010-068, or LE2010-067.</p> <p><i>Note: RCW 13.50.050(22)(a) allows for the routine destruction of records relating to juvenile offenses only when the subject has attained 23 years of age or older. Local law enforcement records relating to juvenile offenses may also be destroyed pursuant to RCW 13.50.505(17)(a) upon notification from the juvenile court that such records are eligible for destruction.</i></p>	LE07-01-09 Rev. 1	<b>Retain</b> until juvenile attains 23 years of age <i>or</i> until notification of destruction eligibility is received from the juvenile court, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.7	<b>Case Files – All Other Cases</b> Case reports and files assembled by law enforcement in the course of investigating any incident that is not covered by a more specific records series.  Excludes notorious/historically significant cases covered by LE2010-076.  Excludes criminal history record information covered by DANs LE07-01-05, LE2010-067, LE2010-068, or LE2010-067.	LE2010-064 Rev. 0	<b>Retain</b> for 5 years after conclusion of investigation <i>and</i> until exhaustion of appeals process <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.8	<b>Case Logs</b> Logs documenting case tracking information within the agency.	LE12-01-04 Rev. 1	<b>Retain</b> until all inclusive case files have been destroyed/transferred <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
8.1.9	<b>Court Disposition Information</b> Records relating to information received from courts regarding the disposition of a court process in accordance with RCW 10.97.045.	LE2010-065 Rev. 0	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.10	<b>Criminal History Audit Reports</b> Final reports of Washington State Patrol audit findings.  <i>Note: Criminal history audit reports are retained by Washington State Patrol in accordance with DAN 77-09-19945 in the Washington State Patrol records retention schedule.</i>	LE2010-066 Rev. 0	<b>Retain</b> for 6 years after completion of Washington State Patrol audit <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR



## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.11	<b>Criminal History Audit Trail Files</b> Records documenting the receipt and entry of disposition information to criminal offender record information in accordance with RCW 10.98.100.	LE07-01-02 Rev. 1	<b>Retain</b> for 1 year after completion of Washington State Patrol audit <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
8.1.12	<b>Criminal History Record Information – Felonies and Gross Misdemeanors</b> Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with a felony and/or gross misdemeanor.  Includes, but is not limited to: <ul style="list-style-type: none"><li>Fingerprints recorded in accordance with RCW 43.43.735 and transmitted to Washington State Patrol in accordance with RCW 10.98.050.</li><li>Identifiable descriptions;</li><li>Notations of arrests and charges.</li></ul> Excludes copies of rap sheets printed from state or federal criminal history databases covered by DAN GS50-02-04.	LE07-01-05 Rev. 1	<b>Retain</b> until transmitted to Washington State Patrol <i>and</i> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.13	<p><b><i>Criminal History Record Information – Misdemeanors (with Fingerprints)</i></b> Criminal history record information (as defined by RCW 10.97.030(1)) on individuals who are charged with a misdemeanor where fingerprints have been recorded and must be transmitted to Washington State Patrol in accordance with RCW 10.98.050.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Identifiable descriptions;</li><li>• Notations of arrests and charges.</li></ul> <p>Excludes copies of rap sheets printed from state or federal criminal history databases covered by DAN GS50-02-04.</p>	LE2010-067 Rev. 0	<b>Retain</b> until transmitted to Washington State Patrol <i>and</i> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.14	<p><b><i>Criminal History Record Information – Misdemeanors (without Fingerprints)</i></b> Criminal history record information (as defined by RCW 10.97.030(1)) on individuals charged with misdemeanors.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Identifiable descriptions;</li><li>• Notations of arrests, charges, and dispositions.</li></ul> <p>Excludes copies of rap sheets printed from state or federal criminal history databases covered by CORE GS50-02-04.</p>	LE2010-068 Rev. 0	<b>Retain</b> until offender attains 99 years of age <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR



## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.15	<p><b>Evidence/Property In Custody</b></p> <p>Records documenting the intake, management, and disposition of property acquired by the agency as evidence or for safekeeping.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"><li>• Evidence/property in/out logs;</li><li>• Documentation relating to disposition (destruction, return to owner, etc.).</li></ul> <p>Excludes records relating to inmate property covered by DANs LE15-01-40 and LE2010-046.</p> <p>Excludes seized property covered by DANs LE05-01-07 and LE03-01-08.</p> <p>Excludes public records requests covered by <i>CORE</i> GS2010-014.</p>	LE2010-069 Rev. 0	<b>Retain</b> for 6 years after disposition of property <i>and</i> 1 year after disposition of pertinent case file(s) <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.16	<p><b>Expungement</b></p> <p>Records relating to requests and orders for the expungement of criminal information or records in accordance with WAC 446-16-025.</p>	LE2010-070 Rev. 0	<b>Retain</b> for the current approved retention period for the records being expunged <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR





## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.17	<b>Investigative Funds</b> Records relating to agency funds expended during criminal investigation evidence buys, investigative expenses, and informant expenses and/or payments.  Includes, but is not limited to: <ul style="list-style-type: none"><li>Expense vouchers;</li><li>Receipt books for funds spent;</li><li>Ledgers;</li><li>Receipts for purchases.</li></ul>	LE2010-071 Rev. 0	<b>Retain</b> for 10 years after date of last expenditure <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.18	<b>Juvenile Sealed Records</b> Records relating to the sealing of juvenile offense records in accordance with RCW 13.50.050.  Includes, but is not limited to, notifications and authorizations received from courts.	LE07-01-10 Rev. 1	<b>Retain</b> until juvenile attains 23 years of age <i>or</i> until court-ordered expungement, whichever is sooner <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
8.1.19	<b>Major Accident Response and Reconstruction (MARR)</b> Investigations of major traffic accidents resulting in fatalities or serious injury with a high likelihood of civil litigation.  Includes, but is not limited to: <ul style="list-style-type: none"><li>Accident scene drawings and measurements;</li><li>Crash data logs.</li></ul>	LE2010-072 Rev. 0	<b>Retain</b> for 50 years after conclusion of investigation <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OPR



## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.20	<b>National Crime Information Center (NCIC) Inquiry Logs</b> Logs documenting all NCIC/III inquiries performed by the agency.	LE07-01-11 Rev. 1	<b>Retain</b> until completion of Washington State Patrol audit <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
8.1.21	<b>Polygraph Tests</b> Records relating to polygraph examinations administered as part of a criminal case investigation.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Uninterpreted polygraph results;</li><li>• Interpretive reports.</li></ul> Excludes polygraph tests administered for personnel or human resources purposes covered by <i>CORE</i> .	LE2010-073 Rev. 0	<b>Retain</b> until disposition of pertinent case file <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.22	<b>Recordings from Mobile Units – Incident Identified</b> Recordings created by mobile units which have captured a unique or unusual action from which litigation or criminal prosecution is expected or likely to result.	LE09-01-08 Rev. 1	<b>Retain</b> until matter resolved <i>and</i> until exhaustion of appeals process <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 8.1 CASE MANAGEMENT

*The activity of managing the agency's criminal cases and investigations.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.23	<b><i>Recordings from Mobile Units – Incident Not Identified</i></b> Recordings created by mobile units that <i>have not</i> captured a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result.	LE09-01-09 Rev. 1	<b>Retain</b> for 90 days after date of recording <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## 8.2 INTELLIGENCE

*The activity of collecting information related to suspected or alleged criminal activity.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.2.1	<b>Career Criminals</b> Records relating to repeat offenders who have been identified as career criminals.  Excludes records which are part of a case file.	LE07-01-03 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
8.2.2	<b>Confidential Informants</b> Records relating to individuals with confidential informant status who provide information to the agency on a confidential basis.	LE14-01-01 Rev. 1	<b>Retain</b> until termination of confidential informant status <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
8.2.3	<b>Crime Analysis Files</b> Records relating to analyses used to anticipate, prevent, or monitor potential criminal activity.	LE07-01-04 Rev. 1	<b>Retain</b> for 1 year after completion of analysis <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
8.2.4	<b>Field Interrogation Reports</b> Limited informational reports compiled and/or created by officers in regard to persons or vehicles that appear suspicious at the time or place of contact but do not immediately result in arrest or prolonged detention.	LE12-01-08 Rev. 1	<b>Retain</b> for 1 year after date of report <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
8.2.5	<b>Intelligence Files</b> Criminal intelligence files created or accumulated by agency personnel in the course of investigating suspected or alleged criminal activity.  Includes records relating to the provision of special security (for dignitaries, witnesses, etc.).	LE2010-074 Rev. 0	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 8.2 INTELLIGENCE

*The activity of collecting information related to suspected or alleged criminal activity.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.2.6	<b><i>Intercepted Communications/Conversations – Recorded</i></b> Records relating to private communications and/or conversations obtained from non-consenting parties authorized by a superior court judge in accordance with RCW 9.73.040.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Authorization(s);</li><li>• Recordings.</li></ul>	LE2010-075 Rev. 0	<b>Retain</b> until disposition of pertinent case file <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.2.7	<b><i>Intercepted Communications/Conversations – Not Recorded</i></b> Records relating to <u>unfulfilled</u> authorizations obtained from a superior court judge for the interception, transmission, or recording of communications or conversations with a non-consenting party.	LE2010-076 Rev. 0	<b>Retain</b> until expiration of authorization <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.2.8	<b><i>Investigational Conversation Recordings</i></b> Recordings of investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	LE06-01-04 Rev. 1	<b>Retain</b> for 1 year after transcribed verbatim and verified <i>or</i> until disposition of pertinent case file, whichever is sooner <i>then</i> <b>Destroy</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
8.2.9	<b><i>Investigational Conversation Transcriptions</i></b> Transcriptions of recorded investigational conversations with victims, suspects, witnesses, or other individuals associated with criminal investigations.	LE2010-077 Rev. 0	<b>Retain</b> until disposition of pertinent case file <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 8.2 INTELLIGENCE

*The activity of collecting information related to suspected or alleged criminal activity.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.2.10	<b>Organized Crime</b> Records relating to the investigation of organized crime.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Criminal Activity Profiles (CAPs);</li><li>• Incidental documents;</li><li>• Name/individual subject records.</li></ul>	LE14-01-02 Rev. 1	<b>Retain</b> for 3 years after conclusion of investigation <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
8.2.11	<b>Strip/Body Cavity Searches</b> Records relating to strip or body cavity searches performed in accordance with RCW 10.79.080 and/or RCW 10.79.150.  Includes, but is not limited to: <ul style="list-style-type: none"><li>• Authorizations and warrants;</li><li>• Statements of results/reports.</li></ul>	LE2010-078 Rev. 0	<b>Retain</b> for 6 years after date of search <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
8.2.12	<b>Special Weapons and Tactics (SWAT)</b> Records relating to special or tactical operations planned and/or carried out by Special Weapons and Tactical (SWAT) units.  Excludes SWAT records that are part of a case file.	LE03-01-40 Rev. 1	<b>Retain</b> for 2 years after completion of mission/operation <i>then</i> <b>Arrange</b> for appraisal by Washington State Archives.	<b>ARCHIVAL</b> (Appraisal Required) NON-ESSENTIAL OFM
8.2.13	<b>Vehicle Histories</b> Records relating to information compiled on vehicle types and/or models involved in criminal activities.	LE21-01-06 Rev. 1	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



## GLOSSARY

### ***Appraisal***

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

### ***Archival (Appraisal Required)***

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

*Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.*

### ***Archival (Permanent Retention)***

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

*WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.*

### ***Disposition***

Actions taken with records when they are no longer required to be retained by the agency.

*Possible disposition actions include transfer to Washington State Archives and destruction.*

### ***Disposition Authority Number (DAN)***

Control numbers systematically assigned to records series or records retention schedules when they are approved by the Local Records Committee.



### **Essential Records**

Public records that local government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

*Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases and other finding aids should also be transferred with the records.*

### **Local Records Committee**

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

*Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.*

### **Migration**

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

### **Non-Archival**

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

*Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.*

### **Non-Essential Records**

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

### **Office of Record**

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.





### **OFM (Office Files and Memoranda)**

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

### **OPR (Official Public Records)**

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

### **Primary Records**

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.

### **Public Records**

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”



### **Records Series**

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

### **Secondary Records**

Copies (or duplicates) of the agency's primary records used for specific legal, fiscal, or administrative purposes.

*Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.*

### **Security Microfilm**

Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with Chapter 40.10 RCW.

*Washington State Archives provides security microfilm storage and inspection services to local government agencies.*



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**For assistance and advice in applying this records retention schedule,  
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